

## **Smoke-Free Housing in Multi-Unit Rental Properties Community Funding Opportunity Application**

### **Overview**

#### **Objective:**

The establishment of smoke-free housing through policy development and adoption has the potential to improve the health of housing residents and the population of King County and surrounding areas. Multiple fund sources are being combined and made available to support housing providers interested in establishing and then sustaining smoke-free multi-unit housing in King County. Priority area of focus includes the South King County region the cities of Auburn, Burien, Des Moines, Kent, Normandy Park, Renton, SeaTac and Tukwila, and the neighborhoods of North Highline and Southeast Seattle), although some funding is also available for organizations managing multi-unit housing outside the target areas.

This support is made possible by funding from

- Seattle Children's Hospital through the U.S. Centers for Disease Control and Prevention's Community Transformation Grant Small Communities Program. The initiative is a collaborative effort between Seattle Children's, Public Health - Seattle & King County and the Healthy King County Coalition.
- Public Health – Seattle & King County through Chronic Disease Funds.

#### **Who May Apply:**

Any organization that manages at least one multi-unit residential rental property within King County. Although priority will be given to housing providers managing units within the focus area (the cities of Auburn, Burien, Des Moines, Kent, Normandy Park, Renton, SeaTac, Tukwila, and the neighborhoods of North Highline and Southeast Seattle), funding is also available for organizations with properties throughout King County outside of this focus area. Applicants may not receive funding from tobacco or alcohol companies.

#### **Funding Amounts:**

The amount awarded will vary, but will not exceed \$5,000 per organization for each area: within the focus area and outside the focus area. A maximum of \$10,000 is available for applications with properties in both areas. A maximum of \$5000 is available for applications in only one area. Funding level depends on assistance required, agency reach and funding available.

Funds will be distributed as a reimbursement to costs incurred by the organization for a specific project. The funding organization will provide detailed invoicing instructions to applicants if their project is chosen.

Funding sources are being combined to provide these opportunities. Final determination of which fund source is used for each awarded project will be made by representatives from Seattle Children's Hospital and Public Health – Seattle & King County based on fund availability and implementation area.

**Funded Activities:**

Requests for funding should include activities that will help agencies develop and implement smoke-free policies. Examples may include: tenant surveys, community meeting with tenants, education for unit managers, education materials and signage. Individual-level or programmatic cessation resources are available through the Washington State Quit Line; materials can be included in the grant, but individual cessation resources will not be approved funding activities.

**Guidelines**

Complete and submit this application. Applications will be reviewed on an ongoing basis and responses to funding requests will likely be received within 20 days of application submission. A limited amount of funds are available for this project; once allocated they will no longer be available.

Applications that receive funding will be sent an Award Letter which will include the funding source, invoicing and billing instructions, deadlines and other required information.

# Application

## Organization Information

Organization Name:	
Mailing Address:	
City/State/Zip:	
Federal Tax ID:	

## Lead Contact Information

Name:	
Phone/Fax:	
Email:	

## Housing Information

Housing Type:	<input type="checkbox"/> Non-profit <input type="checkbox"/> Low-income housing	<input type="checkbox"/> For-profit <input type="checkbox"/> Market Rate
Total number of units owned/managed: _____	Total number of residents: _____	
Total number of properties to be converted in the focus area*:	Total number of properties to be converted outside of the focus area:	
Total number of units to be converted in the focus area:	Total number of units to be converted outside of the focus area:	

## Organization Summary

Please briefly describe your agency, your interest in converting to smoke-free units and your decision making process. (500 words)

\*Use the map on the last page of this application to determine if properties are within the focus area

**Property details for units to be converted**

<b>Within the focus area</b>			
<b>Property name</b>	<b>Property address</b>	<b># of units</b>	<b># of tenants</b>
<b>Outside the focus area</b>			

**Does your agency current manage any smoke-free units? If so, please describe.**

**Is your agency willing to implement a smoke-free policy for all new development or newly acquired units?**

**Budget:**

Please provide a numerical itemized budget of the costs requested. Be sure to include all costs necessary to complete the proposed project such as translation or installation.

If you are converting properties within and outside of the focus area, you will need two separate budgets – one for each area.

**Project Description:**

Funding may include designing and administering resident surveys, providing education and training to site management, tenant education (including how to access quit resources), technical assistance developing a policy or an implementation plan, signage costs.

Please describe your intended project including:

1. Timeline or activity schedule
2. Describe the Institutional support required to complete the project and the level to which this is available.
3. Describe what factors may impact the success of the project such as neighbors or partners.
4. Describe how the funds requested will benefit the project.

If you require signage, describe where they will be placed and how many signs are needed.

**Submit completed applications to:**

**Email:** [Scott.Neal@kingcounty.gov](mailto:Scott.Neal@kingcounty.gov)

**Fax:** (206) 296-0177

**Mail:** Public Health – Seattle & King County  
Tobacco Prevention Program  
Attn: Scott Neal  
401 5<sup>th</sup> Avenue Suite 900  
Seattle, WA 98104-1818

Email submission is preferred, but hard copies (mail and fax) are also acceptable. If you have any additional questions or concerns, please contact Scott Neal at 206-263-8197 or [scott.neal@kingcounty.gov](mailto:scott.neal@kingcounty.gov).

Use this map to determine if the properties to be converted are in the CTG focus area (darker shaded area) or not. A more detailed map of the focus area is on the back of this page and [available online by clicking here.](#)





